

Classification: Contract Specialist, NH-1102-II**Local Title:****Employing Office Location:** Orlando, Florida**Duty Station:** Orlando, FL**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)2nd Div: Project Support Group3rd Div: Contracts Directorate4th Div:

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: J. Ronald Farr**Title:** Acting Director, Army Contracts Group**Signature:** _____/s/_____ **Date:** 3/31/03**Higher Supervisor or Manager:** _____**Title:** _____**Signature:** _____ **Date:** _____

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: Sharon Hightower**Title:** Chief, Human Resource Management Division**Signature:** _____/s/_____ **Date:** 4/25/03**FLSA:** Exempt **BUS Code:** 7777 **CL:** 216**Drug Test:** No**Emergency Ess:****Key Position:****OPM Functions Code:****Sensitivity:** NCS**Status:** Competitive**Reason for Submission:** Acq Demo Conversion**Subject to IA:** Yes**Previous PD Number:** Various**Mobilization:****Envir. Diff:****Career Prg ID:** 14**Acq Posn Category:** C**CAPL Number:****Acq Career Level:** 2**Acq Posn Type:** 4**Acq Special Asgmt:** F**Acq Prog Ind:****Career Spec – Primary:** 4**Career Spec – Sec:** 2**Cont Job Site:****Mobility:****Financial Disclosure:** ☐ Public Financial☒ Confidential Financial☐ Supervisor ☐ Manager ☒ Neither**Citation 1:** USOPM PCS for Contracting Series, GS-1102, TS-71, December 1983**Citation 2:** AWF, PDP, BLD, Federal Register, Volume 64, Jan 99

**Acquisition Workforce Demo Project
Position Requirements Document**

I. Organization information:

Position is located in a Division in the Contracts Directorate, Project Support Group, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Contract Specialist, NH-1102-II.

III. Duties:

Serves as Contract Specialist in a division of the Contract Directorate with responsibility for all assigned contractual actions from program inception through contract closeout:

Negotiates contracts dealing with new procurement acquisitions and with equitable adjustments to existing contracts resulting from engineering changes, changes to Government requirements, and contractor deficiencies.

Reviews procurement requests in the early phases of the contracting process to determine the articles or services to be procured, reviews the specifications prepared by the Project Engineer to ensure their contractual adequacy, and determines if the schedule and specifications accurately cover the articles and services set forth in the procurement request.

Uses electronic acquisition tools to create acquisition documents and input data as required for tracking documents, creating metrics, and monitoring workflow.

Prepares Determination of Findings for the signature of either the contracting Officer or higher authority depending upon the negotiation exception to be used. Prepares and forwards the solicitations (IFB, RFP, and RFQ) to recommend sources; reviews proposals submitted for compliance with the requirements of the solicitation and forwards them to the Project/Acquisition Director for

technical evaluation and to the cognizance DCASMA/DCAA office for audit evaluation.

Analyzes pre-production costs, direct labor hours, overhead rates, proposed bills of materials, and estimated profits for purposes of determining reasonableness and identifying questionable areas in order to establish the Government's target objectives, plan-of-attack and/or defense and basis for negotiation.

Recommends the appropriate type of contract, using firm-fixed prices, fixed price with escalation, fixed price with incentives, cost-plus-fixed-fee, cost-plus-incentive-fee, cost-plus-award-fee, time and material, or multi-year contracts. The incumbent is responsible for establishing the formula and sharing arrangements most advantageous to the Government in fixed-price-incentive-type contracts and determining the most appropriate of the cost-reimbursement-type contracts. The incumbent is charged with responsibility for obtaining agreement between the prospective contractor and the Government on other terms and conditions of a contract that encompasses the parties' rights.

Chairs pre-negotiation meetings with assigned acquisition team to determine the Government's position for the negotiation purposes.

Conducts negotiation conferences with the contractor; prepares appropriate Business Clearance Memorandums and obtains appropriate approvals and recommends the award of a contract.

Administers contracts from award through the point of contract closeout or termination. Reviews each contractor's performance to contractual requirements. Overall contract administration duties include monitoring contractor progress to ensure compliance with the contract and maintaining extensive personal contact with contractor managerial officials and the Government requiring activity.

IV. Factors:

Factor: 1. - Problem Solving Level II.

Work is timely, efficient, and of acceptable quality.
Completed work meets project/program objectives.

Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and conducts functional technical activities for projects/programs. Identifies, analyzes, and resolves complex/difficult problems. Independently identifies and resolves conventional problems which may require deviations from accepted policies or instructions. Adapts existing plans and techniques to accomplish complex projects/programs. Recommends improvements to the design or operation of systems, equipment, or processes.

Factor: 2. - Teamwork/Cooperation Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish projects/programs. Uses varied approaches to resolve or collaborate on project/program issues. Facilitates cooperative interactions with others. Guides/supports others in executing team assignments. Proactively functions as an integral part of the team.

Factor: 3. - Customer Relations Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides the technical/functional efforts of individuals or team members as they interact with customers. Initiates meetings and interactions with customers to understand customer needs/expectations.

Factor: 4. - Leadership/Supervision Level II.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. Proactively guides, coordinates, and consults with others to accomplish projects. Identifies and pursues individual/team development opportunities.

Factor: 5. - Communication

Level II.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates team or group tasking results, internally and externally, at peer levels. Writes, or is a major contributor to, management/technical reports or contractual documents. Presents informational briefings.

Factor: 6. - Resource Management

Level II.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and utilizes appropriate resources to accomplish project goals. Optimizes resources to accomplish projects/programs within established schedules. Effectively accomplishes project/program goals within established resource guidelines.

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S. by commercial aircraft.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAS) FOR QUALIFICATION PURPOSES.

Knowledge of Federal Government, Department of Defense, and local contract and procurement methodology, procedures, regulations and instructions applicable to the acquisition of highly sophisticated training equipment

Knowledge of the organizational and functional responsibilities and operations of the employing organization

Knowledge of commercial business and industrial practices (e.g., commercial subcontracting, procurement of raw materials and services costing techniques)

Ability to negotiate

Skill in interpersonal relations

Ability to plan and organize work

Ability to gather, analyze, and present facts

Ability to work cooperatively as a member of a team

Ability to interpret and apply rules, regulations, and procedures

Ability to communicate orally and in writing

Ability to access or locate information through the use of a personal computer or terminal